



Precious Metals Exemption Inspection Checklist

NORTH DAKOTA DEPARTMENT OF HEALTH - DIVISION OF WASTE MANAGEMENT
HAZARDOUS WASTE PROGRAM

Rev. 01/00

Facility Name:		Facility Address:	
EPA ID Number:		Telephone Number:	
Facility Contact:		Title:	
Date of Notification:		Date of Last Inspection:	
Type of Notification:			
Yes	No		
		Is sampling or photographic equipment required?	
		Is special safety or personal protection required?	
		Is a hazardous waste file maintained?	
Inspection Type:		(unannounced) (announced) (CEI) (Complaint) (Multimedia) (Other) _____	
Expected Waste Streams:			
Pre-inspection Interview:			
Time In:		Time Out:	
Date of Inspection:		Weather Conditions:	
Business Type:		Owner/Subsidiary of:	
Address:		Number of employees:	
Other comments:			
Participants:		Position:	
		NDDH Lead Inspector	
		NDDH Inspector	

This checklist includes Hazardous Waste requirements found in Article 33-24 NDAC. It is not an inclusive checklist of all requirements for hazardous waste generators. The applicable chapter and subsection are referenced after each item.

General Facility Checklist

Yes	No	
		1. Has the generator identified the waste streams and determined which wastes are hazardous? (03-02)
		2. Are biennial reports maintained for at least three years? (03-13.2.)
		3. Does the generator have copies of waste analysis, test results, or other determination for the last three years since TSDF verification? (03-13.3.)
		4. Is the facility equipped with an internal communications or alarm system capable of providing immediate emergency instruction to facility personnel. (05-16.1.)
		5. Is the facility equipped with a telephone or two-way radio immediately available at scene of operation that is capable of summoning emergency assistance from local and state government? (05-16.2.)
		6. Is the facility equipped with a fire extinguishers, fire control, spill control, decontamination, other special equipment? (05-16.3.)
		7. Is the facility equipped with water at adequate volume and pressure to supply hoses, sprinklers, foam-producing equipment? (05-16.4.)
		8. Does the facility test and maintain the equipment listed above? (05-17)

Manifests and Land Disposal Restrictions Checklist

Yes	No	
		1. Have wastes been shipped offsite?
		2. Are copies of manifests maintained for at least 3 years for wastes shipped offsite? (03-13.1.)
		3. Have wastes been received from offsite? (05-230)
		4. Are copies of manifests maintained for at least 3 years for wastes received from offsite? (03-13.1.)
		5. Have waste been imported from a foreign country? (03-30)
		6. Are the manifests properly completed? (03-04 & Appendix I)
		7. Are the manifests properly signed? (03-07 & Appendix I)
		8. Descriptions on manifest similar to waste stream description? (03 Appendix I)
		9. Are LDR notifications utilized with manifests? (05-256)
		10. Do LDRs indicate appropriate treatment standards? (05-256)
		11. Are waste codes on LDR the same as the manifests? (05-256)
		12. Are LDRs maintained for 5 years after TSD verification? (05-256.1.d.)
		13. Have any manifest discrepancies occurred during the last year and were they reported to the NDDH? (03-15.1. and .2., 05-39)

Comments:

Contingency Plan Checklist		
Yes	No	
		1. Is a contingency plan maintained onsite? (05-28.1.)
		2. Does the contingency plan include arrangements with the local fire departments, police departments, hospitals, contractors and state and local emergency response teams? (05-20 and 05-27.3.)
		3. Does the contingency plan include a response plan for fires, explosions or any unplanned sudden or nonsudden release of hazardous waste or hazardous constituents to air, soil, or surface water? (05-27.1. and 05-31)
		4. Does the contingency plan include an up-to-date list of all emergency equipment, their capabilities and location of each? (05-27.5.)
		5. Does the contingency plan include an evacuation plan for facility personnel with signals and rally points/ (05-27.6.)
		6. Does the contingency plan include an up-to-date list of names, addresses and phone numbers (office and home) of all persons qualified to act as emergency coordinator? (05-27.4. and 05-30)
		7. Are the emergency coordinators listed in the order in which they assume responsibility? (05-27.4.)
		8. Does the emergency coordinator have the authority to commit the resources needed to carry out the contingency plan? (05-30)
		9. Have any physical changes occurred at the facility or personnel changes occurred that would impact the contingency plan and cause a need for the plan to be revised? (05-29)
		<div>Construction</div> <div>Phone Contacts</div> <div>Emergency Equipment</div>
Personnel Training Checklist		
Yes	No	
		1. Are employees familiar with proper handling of hazardous waste and emergency response procedures? (05-07.1.a.)
		2. Is personnel training conducted by a person trained in hazardous waste management procedures? (05-07.1.b.)
		3. Is the training program designed to ensure that the contingency plan is covered along with all the emergency procedures, equipment and emergency systems? (05-07.1.c.)
		4. Have new employees been trained within six months after the date of their employment? (05-07.2.)
		5. Have employees been given annual retraining? (05-07.3.)
		6. Does the facility have on record the job title for each position at the facility related to hazardous waste management and the name of the employee filling each job? (05-07.4.a.)
		7. Does the facility have a written job description of each position listed above? (05-07.4.b.)
		8. Does the facility have a written description of the type and amount of training that will be given to each person filling a position listed in #6? (05-07.4.c.)
		9. Does the facility have records that document that the training completed by facility personnel? (05-07.4.d.)
		10. Are training records for former employees kept for at least three years from the date the employee last worked at the facility? (05-07.5.)
Comments:		

Exemption Checklist		
YES	NO	
		1. Are recyclable materials reclaimed processed to recover gold, silver, platinum, palladium, indium, osmium, rhodium, ruthenium or any combination of these metals? (05-230.1)
		2. Have the transporters of the recyclable materials notified and obtained EPA identification numbers? (05-230.2.a)
		3. Does the facility maintain records indicating the following:
		Volume of recyclable material stored at beginning of calendar year. (05-230.3.a)
		Amount of recyclable material generated or received during the calendar year. (05-230.3.b)
		Amount of recyclable material remaining at the end of the calendar year. (05-230.3.c)
		4. Is the facility capable of processing the recyclable material at the time of the inspection? (05-230.4 and 02-01.3.h)
		5. Do the records and facility log indicate that the recyclable material is not being accumulated speculatively (at least 75% of the inventory on January 1 has either been processed or can be processed by the end of the calendar year.)? (05-230.4)
		6. Does the facility employ safeguards that demonstrate the recyclable materials have significant value (for example, security measures, locked boxes or safes, employee screening and detecting equipment)?
		7. Does the facility have access controls (for example, perimeter fence, locked exterior access doors, escort procedures for non-employees)?
		8. Are the recycling process residuals (for example, slags and baghouse dusts) accumulated for further processing? (If no, indicate the disposition of these materials)
Notes:		

Central Accumulation Area Checklist		
Yes	No	
		1. Is emergency response information posted near the phone? (03-12.4.e.2.)
		2. Is the facility designed, constructed, maintained or operated to minimize the release hazardous waste to the air, soil or surface water? (05-15)
		3. Are "No Smoking signs posted conspicuously near ignitable, reactive or incompatible wastes? (05-08.1.)
		4. Are reactive or ignitable wastes stored at least 50 feet form the facility's property line? (05-95)
		5. Are containers compatible with the wastes stored in them? (05-91)
		6. Are inspections conducted weekly for leaking or deteriorating containers and is a logbook or weekly inspections maintained? (05-93)
		7. If the containers hold solid waste only: is the floor sloped to drain and remove liquids or are they stored on pallets or are otherwise protected from contact with accumulated liquid? (05-94.3.b.)
		8. If the containers hold free liquids: Is the base free of cracks or gaps? (05-94.2.a.)
		9. If the containers hold free liquids: Is the base sloped or the containment systems designed and operated to drain and remove liquids? (05-94.2.b.)
		10. If the containers hold free liquids: Does the containment system have sufficient capacity to contain ten percent of the volume of containers for the volume of the largest container? (05-94.2.c.)
		11. If the containers hold free liquids: are there any free liquids or spills in the containment system? (05-94.2.d. and .e.)
		12. Is there sufficient aisle space to allow inspection and emergency access? (05-19)

Accumulation Storage Area					
Waste Type	Waste Amount	Container Dated Y/N	Label Marked Y/N	Closed Container Y/N	Good Condition Y/N

Used Oil Checklist		
Yes	No	
		1. Is the facility storing used oil in: Tank: Aboveground Underground Size: _____ Gallons Containers: Size and Number _____
		2. Are the containers labeled "Used Oil"? (05-622.3.a.) If it is an underground tank, are the fill pipes labeled? (05-622.3.b.)
		3. Is there secondary containment? (05-94 & 05-106)
		4. Is the used oil shipped offsite? Used Oil Jobber: _____
Comments:		
Universal Waste Checklist		
Yes	No	
		1. Is the facility managing universal wastes? Batteries: _____ Fluorescent Tubes: _____ Mercury Containing Devices: _____ Pesticides: _____
Comments:		
Additional Comments:		
Post-inspection review: <p>Conduct exit interview with facility contact. The interview should include observations made during the inspections, and recommendations on these observations. List questions raised during the inspection. Discuss all obvious violations of the rules.</p> <p>State overall compliance status will be determined after reviewing inspection results with supervisors and the issuance of an inspection report.</p> <p>Issue a Notice of Inspection form.</p> <p>Do not discuss potential civil or criminal actions.</p>		